

DMT-952A (4/01)

(DMT-952, Page 4 Duplication)

General Tasks and Responsibilities

[illegible][illegible]

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4c. Notification Levels

SAMPLE:

Time	System Down	No Building Access	No System and No Building Access
1 DAY			
7 DAYS			
30 Days			
OVER 90 DAYS			

A Call Tree identifies who is notified at the time of an interruption to a function. It defines who is responsible for contacting specific team members. Telephone numbers should be obtained from the personnel list.

[illegible]

Business Function / Task

5. Continuation / Recovery Planning

5a. Vital Supplies

Identify all supplies that will be needed to **continue/recover** fatal or critical business functions. These items can be forms, instructions, data, equipment, reference materials, food, medical supplies, etc. Indicate the location of and quantity needed and if supply is to be obtained from an internal or external source.

Description	Quantity / Location	Internal Resource	External Resource
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

5b. Applications, Software and Hardware

Identify all applications that are used to perform this business function. Identify any associated software or hardware that is required to run these applications. Software and hardware must be checked to ensure they are Y2K compliant and to identify any embedded chips that they may have.

SECTION D – CONTINUATION AND RECOVERY (Continued)
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Business Function / Task

5c. External Contacts

Identify all agencies, partners, or public infrastructures, which your organization must contact to **continue** critical or fatal operations. Also identify those groups or categories of agencies or partners or public infrastructures that an interruption to this business function affects.

Vendor / Agency Name	Address and Telephone Number

5d. Continuation Strategy

Describe the strategy for **continuing** your organization's functions. Include detailed instructions of responsibilities and actions to be taken by the recovery team members executing the strategy. If automated tasks are identified, describe manual recover procedures. Refer to tasks identified in Item 4. Include any special training for substitute workers.

	Responsible Team
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Strategy